

# 2002/2003 and 2003/2004 Beverage Container Recycling Competitive Grant Solicitation **(Revised 10/1/02)**



The Department of Conservation (Department) is making available **\$1,000,000** in funding to promote increased recycling of beverage containers throughout California. Organizations that are interested in applying must submit project proposals to the Department **by November 25, 2002** in order to be considered. (In an effort to align the competitive grant awards with the corresponding fiscal year, the Department is combining funds from both fiscal years 2002/2003 and 2003/2004 into one solicitation.)

## BACKGROUND

Through the Division of Recycling, the Department administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The goal of the Act is to achieve an 80 percent beverage container recycling rate in California. Currently, that rate is 58 percent. The recycling rate has declined in part due to additional beverages included in California's beverage container recycling program since January 1, 2000. The number of beverage containers collected for recycling has also not kept pace with the growth in sales of beverages.

## GRANT FOCUS

In an effort to reverse the direction of the beverage container recycling rate in California, the Department is seeking proposals that divert and collect significant volumes of CRV beverage containers in public venues (aka "recycling away from home") and incorporate the following components:

- Creative and innovative concepts.
- Education about the beverages added to California's program since January 2000 (Senate Bill 332 and Senate Bill 1906)—specifically water.
- A convenient collection system for the public.
- Establishment of partnerships with the recycling industry, local governments, certified recyclers and/or community organizations.
- Elimination of recycling barriers and obstacles.
- Supported statistical data on baseline volumes versus projected volumes.
- Sustainability after grant funding terminates.

Project concepts that tie in with the focus include, but are not limited to:

- Bin "banks" or a bin loan system for special event recycling.
- Existing certified recyclers that establish neighborhood drop-off programs.
- A partnership with the beverage industry to purchase and place a collection bin system next to beverage vending machines at schools.
- An innovative collection system at high attendance events where participants and spectators carry and consume beverages such as water (e.g. marathons, golf tournaments, health clubs, fairgrounds and convention centers, etc.).

## WHO CAN APPLY?

Anyone—government entities, businesses, schools, social clubs, non-profit organizations, and individuals—can apply.

## QUESTION / ANSWER PERIOD

Questions must be submitted in writing to [Grants@consrv.ca.gov](mailto:Grants@consrv.ca.gov) or:

**Department of Conservation**  
**Division of Recycling**  
801 K Street, MS 20-24 (20<sup>th</sup> Floor)  
Sacramento, CA 95814-3533  
Attention: Community Outreach Branch

Questions and answers will be posted weekly on our website from September 24, 2002 through November 15, 2002. These questions and answers will be mailed or faxed upon request for applicants without Internet access. After November 15th, no other questions will be taken. Please note that questions should be general. Questions regarding a specific project will not be answered.

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## MINIMUM REQUIREMENTS

To qualify for review by the grant evaluation committee, each proposal package must meet all of the following minimum requirements:

- Proposal packages must be received by the Department on or before **5:00 p.m. on Monday, November 25, 2002.**
- Cover page must be signed by a person with authorization to bind the organization to a grant agreement or contract. Original or faxed signatures will be accepted.
- Proposals must focus **primarily** on CRV beverage container recycling.
- Applicant(s) must be in good standing with the Department (no outstanding fines, penalties or audit findings due the Department).

## PROPOSAL PACKAGE REQUIREMENTS

The proposal package **must** include the following:

- ❑ **One original and six (6) copies.** For proposals submitted electronically or by fax, only one (1) copy is required.
- ❑ **Cover Page. (Attachment A)** Please complete entire form, including the assembly and senate district number(s) which can be found on the following website ([www.leginfo.ca.gov/yourleg.html](http://www.leginfo.ca.gov/yourleg.html)) or by contacting your county library or county clerk.
- ❑ **Project Description:** Provide a detailed summary of the project. This should be presented on 8 ½" x 11" office paper and be no longer than five (5) single-spaced pages with a type size minimum of 10 point. Proposals **must not** be submitted in binders or folders.

**Be sure to include information on the following:**

- **Qualifications.** The applicant should introduce the organization and describe the knowledge and experience that qualify it to conduct the project.
- **Need.** Include why this project should be funded. Clearly describe and identify service gaps, local barriers and obstacles to beverage container recycling. Provide evidence that supports your project. This could include data from waste audits, market analysis and/or public surveys.

- **Goal and Target.** State what you plan to accomplish and a specific target to be achieved by the end of the agreement term [*e.g., This project will increase the volume of CRV beverage containers collected (goal) by 25 percent (target)*]. The target must be supported with baseline data (*e.g., the volumes generated within the service area, actual volumes currently collected in the service area, and projected volumes to be captured through the project*).
- **Objectives.** List the strategies you will use to achieve your targeted goal (*e.g., The goal will be achieved by 1) increasing convenience by placing a recycling container next to every trash bin in the service area; 2) increasing knowledge about new CRV beverages with weekly newspaper ads; and 3) establishing a bin bank*).
- **Performance Measures.** Describe what data you will analyze to measure the effectiveness of the work performed and the results achieved (AKA outcomes). Also describe the methodology you will use to collect data throughout the project (*e.g., The volume of beverage containers collected will be summarized on a monthly basis and compared to prior volume levels to determine the percentage change*).
- **Cost-Effectiveness.** Mathematically compare the estimated volume of CRV beverage containers to be collected to the dollar amount of grant funding requested.
- **Sustainability.** Provide a detailed summary of the commitment, efforts and resources that will ensure on-going operation, data collection and evaluation after grant funding is terminated.
- **Diagrams/Visual Aids.** If applicable, applicant should provide maps of proposed locations or service areas as well as samples of promotional materials.
- ❑ **Budget Page. (Attachment B)** Complete the budget page and provide a narrative explanation and justification for each line item. All line items should be justifiable, reasonable, and cost-effective when compared to the project goal. If staff benefits are usually paid to staff employed in the organization, benefits may be allowed in the budget for proposed new staff. Be specific as to the types of equipment requested. Applicants are encouraged to contact multiple vendors to evaluate collection bins and other equipment and to obtain a minimum of three (3) bids for products and services over \$500. Applicants are encouraged to include a copy

of the lowest bid as an attachment to the application package if a sole source has been identified. (Applicant should retain copies of all bids for review if the grant is awarded.) The budget should take into consideration the cost of signage for collection bins acknowledging the support from the Department, future price increases, and the cost of sales tax, shipping/delivery and other fees. Generic line items such as "overhead expenses" or "administrative costs" will not be allowed.

The matching funds and in-kind services section of the budget should describe and list all financial commitments, partners, and/or matching funds dedicated to the project. Letters from partners can be submitted as an attachment to the budget page.

- ❑ **Implementation Schedule. (Attachment C)**  
Provide a detailed listing of each major milestone from project inception to completion with target dates at which progress can be measured. The schedule should be realistic and the potential for delays should be taken into consideration. The implementation schedule must include twelve (12) months of CRV collection and volume reporting. **Please note that projects cannot begin prior to July 1, 2003.**
- ❑ **Proof of organizational status and authority.**  
Provide one copy of your partnership agreement (if a partnership) or Articles of Incorporation or Organization (if a corporation or limited liability company), and proof of nonprofit status if a nonprofit organization. (Acceptable proof is the letter from the United States Internal Revenue Service or California Franchise Tax Board granting nonprofit status under 26 USC, 501 (c) or (d) or Section 23701 of the Revenue and Taxation Code). Governmental agencies are not required to provide proof of nonprofit status. City, county, and other governmental entity applicants will need to provide an approved resolution (can be provided immediately after grant funds are awarded). Provide one (1) copy of any current fictitious business name statement and business license.

An example of a successful proposal will be posted on the Department website.

## HOW TO SUBMIT PROPOSAL PACKAGES

Proposal packages can be mailed or hand delivered to the following address:

Department of Conservation  
Division of Recycling  
801 K Street, MS 20-24 (20<sup>th</sup> Floor)  
Sacramento, CA 95814-3533  
Attention: Community Outreach Branch

Proposal packages may also be faxed to (916) 322-8758 or sent electronically to [Grants@consrv.ca.gov](mailto:Grants@consrv.ca.gov). If you are submitting a proposal electronically, please mail or fax the application cover page to the Department at the above address with an original signature. **The cover page must be received by the established deadline.**

A proposal package checklist (Attachment D) has been provided to assist you in meeting all the submission requirements as outlined in this solicitation.

## TENTATIVE SCHEDULE

DATE	ACTIVITY
September 24, 2002	Release solicitation and post on the web
September 24, 2002 through November 15, 2002	Question and answer period
November 25, 2002	Proposals due
December 9, 2002	Evaluation committee convenes to review proposals and make funding recommendations
March 15, 2003	Grant awards announced
July 1, 2003	Projects begin

## GRANT ADMINISTRATION

Grants awarded by the Department are administered through a grant agreement. Grant agreements consist of standard language, a grant summary, budget, and an implementation schedule with measurable milestones. Department policy discourages any changes to the standard language; only the most critical of circumstances will be considered adequate to justify any modification. A sample grant agreement can be downloaded from the Department website by clicking on the [Sample DOC Grant Agreement](#) link.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the closing date of the grant agreement are not reimbursable. The Department will retain ten (10) percent of each grant progress payment until all tasks outlined in the grant

agreement are completed. Final payment of the withheld funds will be made only after approval of a final grant report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements, if any, for the projects implemented with grant funds. Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected. When possible, grantees must purchase recycled-content products in accordance with Department purchasing goals.

The Department may modify proposals in the evaluation process. For example, funds and/or tasks proposed that are not fully justified may be reduced and/or eliminated. The score from the evaluation committee will include a recommended funding level for each proposal.

Grants recommended for funding must receive final approval by the Department Director.

## PROPOSAL EVALUATION AND SCORING CRITERIA

Proposals meeting the minimum requirements will be reviewed and scored by an evaluation committee. Applications will be scored according to the criteria below. Proposals will be scored based on the merits of the information submitted in the proposal package. Information provided by the applicant after the final filing date of November 25, 2002 will not be accepted or considered.

### EVALUATION CRITERIA

20%	<b>Need:</b> The proposal clearly describes barriers and obstacles to collection of empty CRV beverage containers and/or identifies a significant volume of uncollected CRV beverage containers in the proposed service area. Sufficient evidence and reliable data is provided to support the need statements.
25%	<b>Proposed Effectiveness:</b> Project goal is clearly presented and includes relevant strategies for achieving the goal. The goal also is relevant to the identified need(s) of the proposed service area. A clear description of the data to be collected, by whom, how, at what frequency and how it will be analyzed to evaluate achievement of the goal included. The project is innovative and will provide data about new methods to increase beverage container recycling rates.
20%	<b>Quality of Proposal:</b> The project is well planned and the description succinctly and clearly defines the tasks to be performed from beginning to end and the resources required. The estimated volume of beverage containers to be collected is supported by documented data. The implementation schedule lists major milestones at which time the Department can evaluate progress. All statements are fully supported. All required permits, certifications, and/or registrations are identified and lists partnerships formed to maximize the breadth and depth of the project.
15%	<b>Budget:</b> All project costs are identified and reasonable. Line items are clearly justified. Budget includes matching funds (other than Department funds) and in-kind services that are well documented. The relative degree of the cost to the Department per CRV beverage container collected in comparison to other proposals submitted.
15%	<b>Sustainability:</b> The proposal addresses the necessary resources for on-going operation and identifies a system for continued data collection and evaluation of project effectiveness. Evidence supports a strong commitment by the organization.
5%	<b>Preference Points:</b> The project incorporates at least three of the following five components: 1) Matching funds (not provided by the Department); 2) Waste audits; 3) Partnerships with existing certified recyclers and/or the beverage industry; 4) Incorporation of the Department's recycling media campaign; and 5) recycling of non-CRV materials at no cost to the Department. (The media materials are available for viewing on our website or they can be requested by calling the Department of Conservation, Public Affairs Office, at (916) 323-1886.)

# 2002/03 and 2003/04 Proposal Cover Page (Attachment A)

Contact Person	Telephone Number	Fax Number	
Title	Email Address		
Organization Name	Amount Requested		
Mailing Address	City	State	Zip Code
Business Address	City	State	Zip Code
County	Grant Period to: Total number of months:		
Assembly District Number(s):	Senate District Number(s):		
Provide a one-sentence summary of your project:			

***Person Authorized to bind organization in grant agreement***

Name ( <i>Print</i> )	Title	Signature ( <i>required</i> )
Project Director, Title ( <i>Print</i> )	Telephone Fax No.	
Project Manager, Title ( <i>Print</i> )	Telephone Fax No.	
Contact Person, Title ( <i>Print</i> )	Telephone Fax No.	

**Type of**

**Organization**

☐ Individual    ☐ Husband/wife co-ownership    ☐ Partnership    ☐ Other: \_\_\_\_\_  
 (Check one box)    ☐ Corporation    ☐ Limited liability company    ☐ Governmental or Public Agency (Specify): \_\_\_\_\_

*(Please provide one copy of your fictitious business name statement, partnership agreement, Articles of Incorporation or Articles of Organization, proof of nonprofit status, based upon the type of organization; provide one copy of your business license)*

Federal Identification

Number: \_\_\_\_\_

**Recycling Program History**

Are you currently certified or have you ever been certified in any category by the Department of Conservation, Division of Recycling? If yes, please provide certification and/or registration numbers: \_\_\_\_\_

Have you ever had a certificate denied, suspended, or revoked by the Department of Conservation, Division of Recycling?

☐ Yes    ☐ No

Has the Department previously awarded your organization grant funds? If yes, indicate the year(s) and amount(s):

YEAR:	AMOUNT:	YEAR:	AMOUNT:
YEAR:	AMOUNT:	YEAR:	AMOUNT:

# 2002/03 & 2003/04 PROPOSAL BUDGET PAGE (Attachment B)

	Grant Request Budget	Matching Funds/In- Kind Services	Total Project Budget
<b>Personnel Services:</b>			
Salaries and Wages (1)	\$	\$	\$
Staff Benefits (2)			
SUB-TOTAL	\$	\$	\$
Number of Positions			
<b>Equipment (3)</b>			
	\$	\$	\$
SUB-TOTAL	\$	\$	\$
<b>Operating Costs (4)</b>			
	\$	\$	\$
SUB-TOTAL	\$	\$	\$
<b>TOTAL BUDGET</b>	\$	\$	\$

- (1) For each position, include classification, hourly rate, and total number of hours to be worked  
 (2) Benefits not to exceed 32 percent of salaries and wages.  
 (3) Indicate the total number of units to be purchased and price per unit. Also include sales tax, shipping/delivery, and other fees.  
 (4) Vehicle travel not to exceed \$0.34/mile reimbursement. No overhead expenses allowed.

## 2002/03 & 2003/04 PROJECT IMPLEMENTATION SCHEDULE (Attachment C)

Identify each major milestone and target dates at which progress can be measured.

[illegible]

Additional pages can be attached if necessary. **The above must incorporate twelve months of CRV collection volume reporting.**

## **2002/03 & 2003/04 PROPOSAL PACKAGE CHECKLIST (Attachment D)**

Use this checklist to confirm that all the required information is included in your proposal package prior to submittal to the Department.

- ☐ **An original and six (6) copies (unless submitted electronically)**
- ☐ **Attachment A (Grant Application Cover Page).** Must be signed by person authorized to bind the organization to a grant agreement.
- ☐ **Project Description (maximum 5 pages)**
  - **Qualifications**
  - **Need**
  - **Goal and Objectives**
  - **Performance Measures**
  - **Cost Effectiveness**
  - **Sustainability**
  - **Diagrams and Visual Aids**
- ☐ **Attachment B (Budget Page)**
- ☐ **Attachment C (Implementation Schedule)**
- ☐ **Proof of organizational status and authority**